

ACTIVITY 1:

Rewrite the following affirmative business sentences to make them negative. Use contractions when possible.

- 1) I am the manager.
- 2) You are a new client.
- 3) He is in the office.
- 4) Ana is responsible for training.
- 5) It is a long meeting.
- 6) The visitors are ready to start.
- 7) They are our colleagues.

ACTIVITY 2:

Rearrange the words to form correct questions using the verb "to be."

- 1) you / a student / ?
- 2) he / the boss / ?
- 3) she / late / ?
- 4) it / important / ?
- 5) we / a team / ?
- 6) they / from accounting / ?
- 7) I / right / ?

